

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 17
LAW ENFORCEMENT RECORDS
ALL LOCALITY LAW ENFORCEMENT ACTIVITIES**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley Edwards, State Records Administrator

EFFECTIVE SCHEDULE DATE: September 29, 2008

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Abandoned / Impounded Vehicle Files</u> This series documents the identification, retrieval, processing, return or disposal of abandoned or impounded vehicles.	100812	Retain 3 years after disposition of vehicle, then destroy.
<u>Accreditation Records</u> This series documents law enforcement accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Includes, but is not limited to, accreditation reports and certificates of accreditation.	100813	Retain 10 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Accreditation Records: Supporting Documentation</u> This series consists of working papers and other supporting documentation used to produce various accreditation studies and reports.	100814	Retain 5 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Activity Reports</u> This series documents the completion of departmental or locality required law enforcement activity reports, not specified elsewhere in this schedule.	005661	Retain 1 year after report date, then destroy.
<u>Administrative Records</u> This series documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention guidelines.
<u>Adult Custody Files – Legally Incompetent</u> This series documents the transfer of custody of adults who are temporarily or permanently incompetent to handle their affairs.	005662	Retain 3 years after transfer, then destroy in compliance with No. 8 on schedule cover page.



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<u>Adult Protective Orders</u> This series documents receipt and action on Adult Protective Orders not filed in case files, including emergency orders, <i>Code of Virginia</i> , §§ 63.2-1606 to 1613.	005663	Retain until expiration of order, then destroy in compliance with No. 8 on schedule cover page.
<u>Alarm Files, Security</u> This series documents when a security alarm in a home or business is activated and the department is notified.	100706	Retain 3 years after activation, then destroy.
<u>Alarm Permit Files, Security</u> This series documents permits filed with police departments to link home or business security alarm devices to the department's response system.	100707	Retain 1 year after expiration of permit, then destroy.
<u>Alcoholic Beverage Control Permit Files</u> This series documents local review and/or approval of ABC permits.	100708	Retain 1 year after expiration of permit, then destroy.
<u>Alcohol Safety Action Program Files</u> This series documents a law enforcement agency's participation in local Alcohol Safety Action programs.	100709	Retain 3 years after participation, then destroy.
<u>Alias Files</u> This series documents the aliases used by suspected or convicted law breakers.	100710	Retain 75 years after entry of alias, then destroy in compliance with No. 8 on schedule cover page.
<u>Animal Control Files</u> This series documents law enforcement's participation in local animal control.	100711	Retain 3 years after end of calendar year, then destroy.



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<u>Appearance and Continuing Bonds</u> This series documents the acceptance of a bail bond for suspects to appear at court.	100712	Retain 3 years after close of case, then destroy.
<u>Arrest Cards, Master - Adult</u> This series documents the cumulative history of arrests and convictions on a particular individual.	100713	Retain until 80 th birthday or 1 year after notification of death of individual arrested, whichever is less; then destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Cards, Master - Juvenile</u> Documents the cumulative history of arrests and convictions on a particular individual.	100714	Retain 5 years after individual reaches age of majority (18). Refer to <i>Code of Virginia</i> , §16.1-306. Destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Files - Adult</u> This series documents the arrest of adults alleged to have committed criminal or illegal acts.	100715	Retain 5 years after date of arrest, then transfer required information to records series 100713, "Arrest Cards, Master - Adult." After information transferred, destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Files - Juvenile</u> This series documents the arrest of juveniles alleged to have committed criminal or illegal acts.	100716	Retain 5 years after individual reaches age of majority (18). Refer to <i>Code of Virginia</i> , §16.1-306. Destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Index Card Files</u> This series documents the creation of an index to arrests by act, location and/or suspect.	100717	Retain as long as administratively necessary, then destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Logs / Books</u> This series documents the cumulative arrests by an agency in chronological order.	100718	Retain 5 years after last entry, then destroy.



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<u>Automotive Operations: General</u> This series documents vehicle operation and maintenance, not otherwise listed on this schedule, of departmental vehicles.		Refer to <i>General Records Retention and Disposition Schedule No. GS-16, General Services Records</i> for retention guidelines.
<u>Automotive Operations: Logs, Vehicle</u> This series documents the control, use and status of law enforcement vehicles.	100719	Retain 2 years after last entry, then destroy.
<u>Automotive Operations: Radar and Tuning Fork Calibrations Files</u> This series documents the routine, timely and effective calibration of radar equipment and tuning forks.	100720	Retain 6 months after superseded by a new calibration or disposal of equipment, then destroy.
<u>Automotive Operations: Radar Equipment Files</u> This series documents the cumulative maintenance and repair history of radar equipment.	100721	Retain for life of equipment, then destroy.
<u>Automotive Operations: Speedometer Calibration Files</u> This series documents the routine, timely and effective calibration of speedometers in law enforcement vehicles.	100722	Retain 6 months after superseded by a new calibration or disposal of vehicle, then destroy.
<u>Autopsy Reports – Not Included in Specific Case Files</u> This series documents analysis completed by medical examiners or coroners regarding cases of unattended deaths, suicides and homicides. Medical examiner or coroner retains original copy.	100723	Retain 10 years after receipt, then destroy in compliance with No. 8 on schedule cover page.
<u>Bicycle Registration/License Files</u> This series documents the registration and or licensing of bicycles if required by local ordinance.	100724	Retain 1 year after expiration, then destroy.



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<u>Breath/Alcohol or Drug Testing Records</u> This series documents the collection and testing of breath/alcohol or drug tests on vehicle operators. Includes logs and reports not included in case files.	005664	Retain 3 years after test date or last entry, then destroy in compliance with No. 8 on schedule cover page.
<u>Certificates of Analysis</u> This series documents the performance of laboratory analysis on evidence.		Refer to records series 100777, "Lab Requests and Reports."
<u>Child Protective Orders</u> This series documents receipt and action on Child Protective Orders, <i>Code of Virginia</i> , §§ 16.1-251 through 254.	100725	Retain until expiration of order, then destroy in compliance with No. 8 on schedule cover page.
<u>Community Crime Prevention Program Files</u> This series documents law enforcement's effort to develop and assist community based crime prevention programs.	100726	Retain as long as administratively necessary, then destroy.
<u>Concealed Weapons Checks or Permits</u> This series documents the receipt of concealed weapons checks or permits issued by courts. Refer to records series 101209, "Fingerprint Cards, Concealed Weapons Checks" for related records.	100727	Retain 2 years after expiration, then destroy in compliance with No. 8 on schedule cover page. Refer to <i>Code of Virginia</i> , §18.2-308.
<u>Confidential Informant Files</u> This series documents the identity of, contacts with, and reliability of confidential informants.	100728	Retain as long as administratively necessary, then destroy in compliance with No. 8 on schedule cover page.
<u>Confiscated or Surrendered Firearms Files</u> This series documents the taking and/or acceptance of confiscated or surrendered firearms by or to law enforcement authorities.	100729	Retain 10 years after court order and final disposal, then destroy.



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<u>Confiscated Property Files</u> This series documents the seizure of property involved in an arrest or execution of a court order. Does not include firearms/weapons; refer to records series 100729, "Confiscated or Surrendered Firearms Files."	100730	Retain 3 years after court order and disposal, then destroy.
<u>Conservator of the Peace (Special) – Background Investigation Files</u> This series documents applications by individuals petitioning the court for appointment to police certain locations, or for individuals who need the designation for employment purposes. Files include background investigation, interviews, copies of birth certificates, diplomas, military discharge papers, reference letters, and a copy of the report summarizing results that is submitted to the requestor.	100731	Retain 2 years after designation is no longer active, then destroy in compliance with No. 8 on schedule cover page.
<u>Controlled Substance Seizure Files</u> This series documents the confiscation of controlled substances such as drugs and alcohol involved in arrest or execution of a court order. Does not include firearms/weapons; refer to records series 100777, "Confiscated or Surrendered Firearms Files."	100732	Retain 3 years after final disposition of case, then destroy.
<u>Court Appearance Files</u> This series documents the scheduling and appearance of law enforcement officers or support staff in court proceedings as a course of police activities.	100733	Retain 6 months after appearance, then destroy.



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<u>Court Orders</u> This series documents the receipt, execution or failure to execute court orders or other processes not listed elsewhere on this schedule. Includes any logs or registers used to control or locate court orders. See also "Extraditions", "Juvenile Detention Orders" and "Warrants".	100734	Retain 3 years after last action, then destroy.
<u>Crime Analysis Files</u> This series documents the formal and/or informal analysis of crimes, patterns or crimes and the reporting of the analysis.	100735	Retain 5 years after report completion or longer if administratively necessary, then destroy.
<u>Crimeline/Crime Solvers - Tapes</u> This series documents the recording of anonymous tips from citizens.	100736	Retain 60 days after recording, then reuse or destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Crimeline/Crime Solvers - Transcriptions or Reports - Actions Taken</u> This series contains written transcripts or reports of anonymous tips from citizens.		Transfer to appropriate case file.
<u>Crimeline/Crime Solvers - Transcriptions or Reports - No Actions Taken</u> This series contains written transcripts or reports of anonymous tips from citizens.	100738	Retain 2 years after receipt, then destroy in compliance with No. 8 on schedule cover page.
<u>Criminal History Request and Response Files</u> This series documents the receipt of requests for individual criminal histories and the response provided. (<i>Code of Virginia</i> , §9-192). See also VCIN records.	100739	Retain 2 years after request, then destroy.



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<u>Dispatch (Communications) Tapes - Not Retained as Evidence</u> This series documents the recording of radio communications to or from officers in the field.	100740	Retain 60 days after recording, then reuse or destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Dispatch (Communications) Tapes - Retained as Evidence</u> This series documents the recording of radio communications to or from officers in the field.		Transfer to appropriate case file.
<u>Dispatch (Communications) Records</u> This series documents the recording of radio communications to or from officers in the field. Includes logs, reports and other written information.	100742	Retain 2 years after creation, then destroy.
<u>DMV Confirmations of Liability Insurance</u> This series documents the receipt of DMV Confirmations of Liability Insurance.	100743	Retain 1 year after receipt, then destroy in compliance with No. 8 on schedule cover page.
<u>Dog Control Files</u> This series documents law enforcement's participation in animal control programs.		Refer to records series 100711, "Animal Control Files."
<u>Duty Rosters</u> This series documents the assignment of work days, work hours, jobs, tasks, patrols or other duties to law enforcement officers.	100745	Retain 6 months after date of last entry, then destroy.
<u>Educational Program Files, Citizen</u> This series documents law enforcement participation in citizen education programs.	100746	Retain as long as administratively necessary, then destroy.



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<u>Electronic Records</u> This series contains records created or stored in any electronic format; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-23, Electronic Records</i> for retention guidelines.
<u>Emergency Call Records - 911 System Maintenance</u> This series documents the actions to maintain 911 or similar system. Includes address corrections, system complaints and problem corrections.	100747	Retain 3 years after last action, then destroy.
<u>Emergency Call Records - Logs and Other Supporting Records</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100748	Retain 3 years after end of calendar year, then destroy.
<u>Emergency Call Records - Tapes, Not used as Evidence</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100749	Retain 60 days after recording, then reuse or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Emergency Call Records - Tapes, Retained as Evidence</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100750	Retain 3 years or until case resolved or evidence released, whichever is longer; then destroy.
<u>Equipment Checkout Log</u> This series documents the daily issuance of weapons and other controlled items to law enforcement or support personnel.	100751	Retain until the location of all equipment is verified and log is completed, then destroy.
<u>Evidence Receipts</u> This series documents the chain of custody of evidence.	100752	Retain 3 years after final disposition of evidence or case closure, whichever is greater; then destroy.



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<u>Evidence Requests</u> This series documents the receipt of and response to requests for use of evidence and/or copies of evidence.	100753	Retain 3 years after final disposition of evidence or case closure, whichever is greater; then destroy.
<u>Expunged Records</u> This series consists of law enforcement records that have been expunged and sealed by court order.	000121	Retain according to provisions of court order, or if no specific time period is stated, retain for 3 years after court order ends then destroy in accordance with No. 8 on the schedule cover page, <i>Code of Virginia</i> , §§ 19.2-392.2.
<u>Extraditions</u> This series documents the receipt of and execution of extradition orders, <i>Code of Virginia</i> , §§ 19.2-84 through 118.	100754	Retain 1 year after last action, then destroy.
<u>False Alarm Files</u> This series documents the receipt of false alarms and actions taken to investigate cause of false alarm.		Refer to records series 100706, "Alarm Files, Security."
<u>FBI Files</u> This series contains information obtained from the Federal Bureau of Investigation. Series includes reports, warnings, alerts and correspondence.	100756	Retain 2 years after receipt or longer if administratively necessary, then destroy in compliance with No. 8 on schedule cover page.
<u>Field Contact / Interrogation Files</u> This series documents field notes of officers in regard to investigations and/or complaint resolution.		Transfer to related investigation or case file.
<u>Fingerprint Cards, Concealed Weapons Checks</u> This series consists of fingerprint cards used to screen candidates for concealed weapons permits. Refer to 100727 "Concealed Weapons Checks" for related records.	101209	Retain 21 days after notification sent out, then destroy in compliance with No. 8 on schedule cover page. Refer to <i>Code of Virginia</i> , § 18.2-308.



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<u>Fingerprint Cards - Juvenile - No Warrant or Petition Filed</u> This series documents the recording of fingerprints during the booking process.	100758	Retain 60 days after booking, then destroy in compliance with No. 8 on schedule cover page, <i>Code of Virginia</i> , § 16.1-299.
<u>Fingerprint Cards, Master - Adult</u> This series documents the recording of fingerprints during the booking process.	100759	Retain until 80 th birthday of individual arrested, then destroy in compliance with No. 8 on schedule cover page.
<u>Fingerprint Cards, Master - Juvenile</u> This series documents the recording of fingerprints during the booking process.	100760	Retain until 80 th birthday of individual arrested, then destroy in compliance with No. 8 on schedule cover page.
<u>Fire Investigations</u> This series documents law enforcement investigations of suspicious fires.		Refer to <i>General Records Retention and Disposition Schedule No. GS-10, Fire and Rescue Records</i> for retention guidelines.
<u>Firearms Qualifications</u> This series documents the history of firearms proficiency and qualification by individual officers.	100761	Retain 5 years after last testing, then destroy.
<u>Firearms Registrations and Assignments, Internal</u> This series documents the registration and assignment of firearms for law enforcement use.	100762	Retain until reassignment or disposition of firearm, then destroy.
<u>Firearms Registrations and Permits, Citizens</u> This series documents the registration of firearms if required by local ordinance. Includes fingerprint cards and other identifying information.	100763	Retain 5 years after expiration or re-registration, then destroy in compliance with No. 8 on schedule cover page.



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<p><u>Fiscal Records</u> This series documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.</p>		Refer to <i>General Records Retention and Disposition Schedule No. GS-2, Fiscal Records</i> for retention guidelines.
<p><u>Forms Management Files, Police</u> This series documents the currently approved and used local forms for law enforcement.</p>	100764	Retain until superseded, then destroy.
<p><u>General Orders and Regulations</u> This series documents the local and internal orders, rules and regulations for law enforcement activities.</p>	100765	Retain 5 years after superseded, then destroy.
<p><u>Handicapped Parking Permits</u> This series documents the receipt of or verification of the right to have a handicapped parking sticker.</p>	100766	Retain 6 months after expiration or superseded, then destroy in compliance with No. 8 on schedule cover page.
<p><u>House Watch Checklists and Reports</u> This series documents the performance and/or completion of a house watch.</p>	100767	Retain as long as administratively required, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Impounded Vehicle Records</u> This series documents the control of impounded vehicles while in law enforcement custody.</p>		Refer to series 100812, "Abandoned/Impounded Vehicle Files".
<p><u>In-Car Monitoring Tapes</u> This series consists of video or audio tapes from equipment installed in law enforcement vehicles to monitor actions of officers and possible offenders.</p>		Refer to records series 100796, "Recordings, Surveillance and Monitoring – Not Used as Evidence" and 100797, "Recordings, Surveillance and Monitoring – Retained as Evidence".



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<u>Information Requests</u> The series documents the receipt of an information request, including FOIA requests, not listed elsewhere in this schedule, and the response to the request. Requests can be for public information or exempt information and can be from the public, businesses, other law enforcement agencies and other entities. Refer to <i>Code of Virginia</i> , 2.2-3704.	005665	Retain 3 years after last action, then destroy in compliance with No. 8 on schedule cover page.
<u>Index Cards</u> Documents the creation of internal indexes, not identified elsewhere on this schedule, to monitor and control law enforcement records.	100768	Retain as long as related records, then destroy.
<u>Internal Affairs, Founded or Sustained Complaints</u> This series documents complaints against department members that were investigated and determined to be founded or sustained.	100769	Retain 5 years after termination of employment, then destroy in compliance with No. 8 on schedule cover page.
<u>Internal Affairs, Unfounded, Exonerated or Non-Sustained Complaints</u> This series documents complaints against department members that were investigated and determined to be without merit, within policy or lacking sufficient evidence to prove or disprove the allegation.	100770	Retain 3 years after close of investigation, then destroy in compliance with No. 8 on schedule cover page.
<u>Investigation Files, Case</u> This series documents the process and results of individual criminal investigations.	100771	Retain 5 years after close of investigation, destroy in compliance with No. 8 on schedule cover sheet.



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<u>Investigations/Background Checks</u> This series documents the receipt and performance of routine background checks requested by courts, employers and other persons - not involving an active case.	100772	Retain 1 year after completion and response, then destroy in compliance with No. 8 on schedule cover page.
<u>Juvenile Custody Files</u> This series documents the transfer of custody of juveniles.	100773	Retain 3 years after transfer, then destroy in compliance with No. 8 on schedule cover page.
<u>Juvenile Detention Orders - Unexecuted</u> This series documents receipt of and failed attempts to execute detention orders.		Retain 3 years after last action, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<u>K-9/Horse Management Records</u> This series documents the management of police force's dogs (K-9s) and horses. Includes history, status, health and training records. Does not include routine law enforcement records.	100775	Retain records for 3 years after end of animal's service, then destroy.
<u>Known/Suspected Law Breaker Files</u> This series documents the internal creation of files to identify known or suspected law breakers and their suspected modus operandi.	100776	Retain 75 years after entry of known or suspected lawbreaker, then destroy in compliance with No. 8 on schedule cover page.
<u>Lab Requests and Reports (Certificates of Analysis)</u> This series documents requests by an evidence technician for forensic lab to test possible evidence. Lab provides a certificate of analysis. These provide property trail/chain of evidence.		Transfer to appropriate case file.
<u>Litigation Files, Officer</u> This series documents the civil actions against law enforcement personnel.	100778	Retain 10 years after dismissal or close of case, then destroy in compliance with No. 8 on schedule cover page.



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<u>Logs</u> This series consists of law enforcement logs, not listed elsewhere on this schedule.	005666	Retain 2 years after last entry, then destroy.
<u>Missing Person Files - Resolved</u> This series documents the receipt of notification of missing persons and actions taken in response to notification.	100779	Retain 2 years after locating or identifying missing person, then destroy in compliance with No. 8 on schedule cover page.
<u>Missing Person Files - Unresolved</u> This series documents the receipt of notification of missing persons and actions taken in response to notification.	100780	Retain 75 years after notification, then destroy in compliance with No. 8 on schedule cover page.
<u>Motor Vehicle Accident Reports</u> This series documents the on site investigation and reporting of motor vehicle accidents.		Refer to records series 100781, "Reports –Accident/Traffic."
<u>Parking Meter Collection Files</u> This series documents the collection and deposit of funds from parking meters.	100782	Retain 3 years after deposit or until audited, whichever is greater; then destroy.
<u>Parking Tickets</u> This series documents the issuance of a citation and fine for violating parking regulations.	100783	Retain 3 years after issue or until audited, whichever is greater; then destroy.
<u>Parking Ticket Summons</u> This series documents issuance of summons to pay outstanding parking tickets issued by department.	100784	Retain 3 years after issuance, then destroy.
<u>Pawnshop and Precious Metals Dealers - History Files</u> This series documents the location and licensing of pawnshops and precious metals dealers. Excludes investigative case files.	100785	Retain until license superseded and/or business no longer operating, then destroy.



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<u>Pawnshop and Precious Metals Dealers – Reports</u> This series consists of routine reports required by local ordinance from pawnshops or precious metals dealers.	005667	Retain 3 years after report date, then destroy.
<u>Permits, Parade</u> This series documents local approval of parades, parade routes, and traffic control activities in regards to parades.	100786	Retain 6 months after expiration, then destroy.
<u>Permit Review and Investigation Files</u> This series documents the request for an investigation of permit applicants. Includes permits not otherwise listed on this schedule.	005668	Retain 1 year after completion of investigation report, then destroy in compliance with No. 8 on schedule cover page.
<u>Personnel Records</u> This series documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<u>Photographs, Evidence</u> This series documents the taking, receipt, use and control of photographs used as evidence in investigations or trials.		Transfer to related case file.
<u>Photographic, Negatives - Solved and Unsolved Felonies and Special Crimes</u> This series consists of negatives used to print photographs of crime scenes. Includes negatives depicting homicides and other death-related offenses or scenes, aggravated assault, malicious wounding, sex offenses and police-related offenses. Negative envelopes may indicate offense, crime scene number, investigator/ photographer, and date of offense. May include negatives for misdemeanors and non-felonies if not filed or stored separately.	100788	Retain 30 years after date of offense, then destroy in compliance with No. 8 on schedule cover page.



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<u>Photographic, Negatives - Solved and Unsolved Misdemeanors, Non-Felonies</u> This series consists of negatives used to print photographs of crime scenes, if stored separately from other negatives. Includes negatives depicting burglaries, robberies, and non-homicide accidents.	100789	Retain 5 years after offense, then destroy in compliance with No. 8 on schedule cover page.
<u>Photographs and Negatives - Not Evidence Related</u> This series documents the collection or making of photographs and/or negatives for other than direct evidence purposes.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention guidelines.
<u>Photographs and Negatives – Identification Purposes</u> This series documents the collection or making of photographs and/or negatives for the purpose of routine identification (commonly known as mug shots).	005691	Retain as long as administratively necessary after photographic image has been inserted into criminal identification record. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3) not required.
<u>Photographs and Evidence - Traffic Tickets</u> This series documents the collection of photographic evidence of traffic violations, including automatic cameras at intersections.	100791	Retain 1 year after creation, then destroy.
<u>Polygraph Records</u> This series documents the performance of polygraph tests, when not included in a case file.	005669	Retain 2 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Precinct/Station Management Records</u> This series documents the management and operation of precinct and station houses. Includes all records not otherwise listed on this schedule or other locality general schedules.	100792	Retain 1 year after last entry or action, then destroy.



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<u>Property Listing Records</u> This series documents the internal control of property used or owned by the law enforcement agency.	100793	Retain 3 years after return or disposal of property, then destroy.
<u>Radio Equipment Files</u> This series documents the operation, maintenance and repair history of radio equipment.	100794	Retain for life of equipment, then destroy.
<u>Raffle Reports</u> This series documents the registration, monitoring and control of local raffle, lottery or bingo activities.	100795	Retain as long as administratively necessary, then destroy.
<u>Recordings, Surveillance or Monitoring - Not Used as Evidence</u> This series documents the surveillance of an area and the actions of police, suspects and bystanders by use of audio or video recordings. Includes area surveillance and in-car monitoring of officers. Recordings may be audio or video in electronic or magnetic format.	100796	If not required to support known investigations or litigation, retain 30 days after recording, then reuse or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Recordings, Surveillance or Monitoring - Retained as Evidence</u> This series documents the surveillance of an area and the actions of police, suspects and bystanders by use of audio and video recordings. Includes area surveillance and in-car monitoring of officers. Recordings may be audio or video in electronic or magnetic format.	100797	Retain 3 years or until case resolved or evidence released, whichever is longer; then destroy in compliance with No. 8 on schedule cover page.
<u>Red Light Camera Photos</u> This series consists of red light photos and supporting documentation.		Refer to records series 100791, "Photographs and Evidence – Traffic Tickets."



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<u>Release (Waiver) Forms</u> This series documents the release of claims or the waiver of rights by or to law enforcement.	100798	Retain 5 years after creation, then destroy.
<u>Reports – Accident/Traffic -Citizen</u> This series documents the reporting and/or investigation of accidents not involving law enforcement vehicles.	100781	Retain 3 years after date of accident, then destroy in compliance with No. 8 on schedule cover page.
<u>Reports – Accident/Traffic – Law Enforcement Vehicles</u> This series documents the reporting and investigation of accidents involving law enforcement vehicles.	005670	Retain 3 years after close of investigation or decision not to investigate, then destroy in compliance with No. 8 on schedule cover page.
<u>Reports - Incident, Offense or Death - Active</u> This series documents incidents, offenses, deaths and other occurrences that require further investigation.		Transfer to investigative case folder.
<u>Reports - Incident, Offense or Death - Closed</u> This series documents incidents, offenses, deaths and other occurrences that do not require further investigation.	100800	Retain 5 years after closure, then destroy in compliance with No. 8 on schedule cover page.
<u>Reports – Others</u> This series consists of routine law enforcement reports, not listed elsewhere on this schedule.	005671	Retain 3 years, then destroy.
<u>Revoke/Suspension Notice, DMV</u> This series documents notifications from the Department of Motor Vehicles that a driver's license has been suspended or revoked.	100801	Retain 5 years after receipt, then destroy in compliance with No. 8 on schedule cover page.
<u>Roll Call Files</u> This series documents officer attendance at meetings, briefings, inspections and other law enforcement activities.	100802	Retain 6 months after roll call, then destroy.



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<u>Subpoenas/Summons/Processes</u> This series documents the issuance of a court order for an individual to appear at a specified place and time.	100803	Retain 1 year after issuance, then destroy.
<u>Taxi Records</u> This series documents registration of taxi cabs and/or cab drivers. Includes vehicle identification, rate cards, driver's identification, fingerprint cards and driving records.	100804	Retain 3 years after expiration of permit, then destroy.
<u>Towed Vehicle Files</u> This series documents law enforcement's actions in towing or having vehicles towed in accidents, parking violations, abandoned or damaged vehicles.	100805	Retain 3 years after towed, then destroy.
<u>Traffic Management and Control Records</u> This series documents the planning for, investigation of and resolution of traffic control problems.	100806	Retain 1 year after last action, then destroy.
<u>Training Records, Criminal Justice Academies</u> This series documents training conducted by Department of Criminal Justice Services-certified academies. Includes independent and regional academies.		Refer to <i>General Records Retention and Disposition Schedule No. GS-29, Criminal Justice Training Academy Records</i> for retention guidelines.
<u>Training Records, Employee</u> This series documents the completion of courses by employees, mandated or optional, related to their job requirements.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<u>Unclaimed Body Files</u> This series documents the transfer of custody of unclaimed bodies temporarily under law enforcement control.	005672	Retain 10 years after transfer and release of body, then destroy.



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<p><u>Uniform Traffic Summons</u> This series documents the issuance of a summons to appear in court in regard to traffic violations.</p>	100807	Retain 1 year after issuance, then destroy.
<p><u>Victim Records</u> This series documents the status and locations of victims of crimes and any payments made through state or local programs.</p>	100808	Retain 1 year after case closure, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Virginia Criminal Information Network (VCIN/NCIC) – Administrative Messages</u> This series documents the sending of messages to/through or receipt of messages from/through the Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC). Messages contain law enforcement inquiries or information and can be point to point messages, state-wide broadcast messages and/or nationally broadcast messages. Refer to <i>Code of Virginia</i>, § 52-25.</p>	005673	Include in related case file or report if required by local department policy, otherwise retain 2 years after the end of the calendar year, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Virginia Criminal Information Network (VCIN/NCIC) – Original Entry Printouts or Worksheets</u> This series consists of original entry printouts or worksheets, if used, that exist solely to assist with data entry into the VCIN/NCIC system or to verify removal of entries from system. VCIN exists to promote officer safety and security by identifying wanted persons and/or stolen vehicles, and to distribute law enforcement information. Refer to <i>Code of Virginia</i>, § 52-25.</p>	005674	Transfer to related case file or report if required by local department policy, otherwise retain until entries into system or removals from system are verified, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.



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<p><u>Virginia Criminal Information Network (VCIN/NCIC) – NCIC Validation Records</u></p> <p>Monthly, in order to remove outdated listings, the State Police sends out a list of entries from the National Crime Information Center (NCIC) database for specific periods. The local department verifies that those entries remain valid and open and/or remove entries that are no longer valid or current from the system. Refer to 28CFR20.37.</p>	005675	Retain 2 years after report date, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Warning Tickets</u></p> <p>This series consists of warning tickets issued, if separated from other series on this schedule.</p>	005676	Retain 2 years, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Warrants, Unexecuted Felony Arrest</u></p> <p>This series documents felony arrest warrants in police or sheriff department's possession which have not been executed within seven years of the date of issuance.</p>		Retain 7 years after receipt, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<p><u>Warrants, Unexecuted Misdemeanor Arrest and Other Processes</u></p> <p>This series documents misdemeanor arrest warrants, summonses and capias and other criminal processes in police or sheriff department's possession which have not been executed within three years from the date of issuance.</p>		Retain 3 years after receipt, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<p><u>Warrants, Executed Copies and/or Jackets</u></p> <p>This series documents the execution of warrants, summons or other processes by law enforcement officers or empty jackets, with execution information, held in lieu of a copy of a warrant.</p>	100811	Retain 1 year after execution, then destroy.